

March 11, 2022

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

ALL COUNTY INFORMATION NOTICE NO. I-25-22

The purpose of this All-County Information Notice (ACIN) is to provide counties with information regarding changes and updates for the In-Home Supportive Services Case Management Information and Payrolling System (CMIPS).



KIM JOHNSON
DIRECTOR

CALIFORNIA HEALTH & HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



GAVIN NEWSOM
GOVERNOR

March 11, 2022

ALL COUNTY INFORMATIONAL NOTICE NO. I-25-22

TO: ALL COUNTY WELFARE DIRECTORS
ALL IN-HOME SUPPORTIVE SERVICES PROGRAM MANAGERS

SUBJECT: MODIFICATIONS TO CASE MANAGEMENT, INFORMATION
AND PAYROLLING SYSTEM FOR IN-HOME SUPPORTIVE
SERVICES

REFERENCE: [WIC 12305.6\(b\)\(2\)](#)
[42 USC Section 1382j](#)

The purpose of this All-County Information Notice (ACIN) is to provide counties with information regarding changes made to the Case Management Information and Payrolling System (CMIPS) that were implemented December 2021 through February 2022.

DECEMBER 17, 2021 RELEASE

CASE MANAGEMENT CHANGES

Modify the Default Sort Order on the Contacts Screen

The Person Contact screen has been updated. Now on the “Contacts” screen, CMIPS users will see contacts with “Active” status displayed first, and “Inactive” showed next. In addition, when a user inactivates a contact, the contact status will change from “Active” to “Inactive,” and inactive contacts will be moved below all active contacts on the screen.

JANUARY 21, 2022 RELEASE

CASE MANAGEMENT CHANGES

Health Care Certification Screen

Previously when county staff generated the SOC 874 - *Notice to Applicant of Health Care Certification Requirement* from the CMIPS "Create Forms" screen, the "Due By" date at the bottom of the form, which indicates the IHSS applicant must return the completed SOC 873 – *Health Care Certification* form, was left blank. As a result, the user had to manually write in the due date on the printed form, which was time-consuming and subject to human error. A system change has been made to CMIPS so that the SOC 874 form will now print with a pre-populated "Due By" date. This will be the same date as the one that appears in the "Due Date" field on the Health Certification screen, which is 45 calendar days from the date the SOC 873 was first printed.

If "SOC 873 & 874 IHSS Program Health Care Certification and Requirements" is selected, and the applicant/recipient's written language is one of the four threshold languages (Armenian, Chinese, English, or Spanish), the "Due By" data field will be populated on both the English copy of the SOC 874 and on the copy in the applicant/recipient's written language.

Note: If the SOC 873/874 is reprinted, the "Due Date" will still display as 45 calendar days from the *initial* printing. If an applicant required more time to return the completed SOC 873, CMIPS users should follow their county's business process to grant a good cause extension.

CMIPS users can still print blank forms from the [Forms/Brochures page](#) of the CDSS website.

Prevent Arrears to Advance Pay Mid-Month

This CMIPS modification will prevent an IHSS Arrears case from being authorized as Advance Pay until the first day of the month *after* the change was entered in CMIPS. For example, On March 1st, a case was changed from IHSS Arrears to Advance Pay. Advance Pay will not be effective until April 1st.

If the case was IHSS Arrears in the previous assessment, CMIPS users will receive an error message when attempting to change the case to Advance Pay because this change can only be effective on the first day of the following month. Users trying to enter the change, effective in the current month, will receive the following error message:

Advance Pay case authorization start date must be first day of the future month

Update Sponsor Deeming NOA Message

The SD01 NOA message (Sponsor Deeming: Sponsor's income and resources used to determine IHSS eligibility) will be updated in the four threshold languages to include details about sponsor deeming criteria:

*You are subject to sponsor deeming because three years have not passed since the date you became a lawful permanent resident. You do not meet the exception to sponsor deeming, as you did not become blind or disabled after you became a lawful permanent resident. Your sponsor's income and resources have been used to determine your IHSS eligibility.
(WIC 12305.6(b)(2); 42 USC Section 1382j)*

MONTHLY ASSESSMENT DUE REPORT CHANGES

Tracking Overdue Community First Choice Option (CFCO) Cases

The "Monthly Assessment Due" report has been modified to better identify overdue CFCO cases and their assessment due dates. The report will now include two new columns, one to indicate the supervisor number and one to indicate the worker number assigned to the case. In addition, a 'Funding Source' parameter has been added to the *Prompts screen* for the report. This will allow users to filter the results by the following funding source options:

- All
- Community First Choice Option (CFCO)
- Personal Care Services Program (PCSP)
- IHSS Plus Option (IPO)
- IHSS-Residual (IHSS-R)

FEBRUARY 18, 2022 RELEASE

ELECTRONIC SERVICE PORTAL (ESP) CHANGES

Providers With An ESP Account Can View And Download A Copy Of Their W-2 Tax Form From Their ESP Account

Beginning in early March 2022, the provider who has earned taxable income and for whom a W-2 Tax Form was generated, will be able to log-in to their ESP account, select the year (2021), and view a copy of their W-2 Tax Form at the IHSS ESP "W-2 Forms" screen. The provider will be able to see a list of recipients they worked for and download a PDF version of their 2021 W-2 Tax Form which they can download and/or print at their convenience.

Questions regarding the content of this ACIN may be directed to the Systems Operations and Data Analysis Bureau within the Adult Programs Divisions' CMIPS and System Enhancements Branch at CMIPSII-Requests@dss.ca.gov.

Sincerely,

Original Document Signed By

LEORA FILOSENA
Deputy Director
Adult Programs Division

c: CWDA